

**Town of North Yarmouth
Select Board
Meeting Minutes July 18, 2023, 6:30 PM**

Select Board Members

Amy Haile, Chairperson
Karl Cyr, Board Member

Andrea Berry, Vice Chairperson
Paul Hodgetts, Board Member

Katherine Maloney, Board Member

Call to Order

Pledge of Allegiance.

Special Presentations

Greely Girls Lacrosse Proclamation

Congratulations to the Greely Girls Class B Lacrosse Team for winning the 2023 Class B State Championship.

New Business (Recording glitch. Started 17:38-41:07)

Select Board Onboarding- Chairperson Haile went over Appointment Process, Statutory Committee, Standing Committees, Ad Hoc Committees, Select Board By-laws, Elected Boards and Committees, The Charter, The Conduct Policy, The directory, and FOAA Information. She asked that everyone read and sign the certification for FOAA and the Conduct Policy. She asked that everyone please go through Diane first if you need something from town staff. The Select Board is responsible for all the committees. The chain of command is written clearly in the Charter. Please Speak with Diane if you have any questions.

EDSC Committee Charge-Comp Plan- See presentation on website from Byron Kern (41.07-1:30)

Overall Key Takeaways:

There is general consensus about the Vision Statement and most Goals.

Subjective/vague language causes issues and should be reworked to be specific and objective.

Due to a lack of an implementation committee, oversight and execution have been the biggest issues.

Chairperson Hailee advised the board to review and put this on a future Select Board Agenda.

Living Well Fund Request (1:31-1:42:16)

Prince Memorial Library has been awarded a \$500 grant from UNE that will be used to purchase a bench for the North Yarmouth Story Walk. The cost of the bench is \$500 plus shipping of \$135.73 for a total of \$635.73. Living Well in North Yarmouth would like to fund the coverage plus buy an additional bench for \$500 plus shipping. They are requesting approval of \$135.73 for the library and an additional \$635.73 to buy the second bench using Living Well Donations. The current balance in this special revenue account is \$3,368.62. These benches are designed to anchor permanently in the ground. Public Works will install the benches.

Vice Chairperson Berry, seconded by Selectperson Hodgetts moved to authorize no more than \$771.46 to be expended from the Living Well Donation account for the purchase of a bench and shipping costs for two benches. Vote 5 Yes/0 No.

Authorization to Solicit Bids for Banking Services

The Treasurer is seeking permission to solicit bids for banking services. Due to recent increases in interest rates and the fact that the Town has not solicited bids for banking services in several years, it would be prudent for the Town to go through a formal RFP process at this time.

Selectperson Hodgetts, seconded by Selectperson Maloney moved to authorize the Treasurer to

solicit bids for banking services. Vote 5 Yes/0 No.

Personnel Policy Amendments (1:42:17-2:09:18)

The Personnel Policy has not had a full review for several years. Legal and staff have taken a strategic approach in looking at the policy to determine if it is accurate, up to date, in compliance with federal and state law, complete, and understandable. The Town Manager is asking the Select Board to approve several changes to the Personnel Policy that include several housekeeping changes, updated Equal Opportunity Employment language in accordance with law, correct Titles and State Statute, removal of section 210 (Employee Pets), amend benefit accruals section 212 (Anniversary Date), Town Manager may negotiate employee benefits section 503 (Starting Salaries), amended section 504 (Pay Periods/Time worked), amended total number of holidays section 603 (Holidays), definition of immediate family under section 604 (Sick Leave), added PPO 500 to section 606 (Health Insurance), updated section 613 (Retirement & Social Security), added child and parent to section 614 (bereavement Leave), amended section 615 (Jury Duty Leave), added section 620 (Maine family Medical Leave), amended section 621 (Earned Paid Leave), amended section 701 (Corrective Action), and amended section 801 (Hostile Work Environment/Harassment).

Selectperson Maloney suggested we update section 503 stating that the Town Manager may negotiate employees sick and vacation time amounts prior to hire.

Vice Chairperson Berry suggested we include spouse and partner.

Selectperson Maloney wants to remove immediate and just state family. She feels sick leave could be used for caring for someone close to an employee and does not have to be immediate family.

Vice Chairperson Berry would like to add a partner to section 614.

Diane Barnes stated they are going to change section 621 Earned Paid Leave and update the section to not pay out Earned Paid leave after employment ends.

Selectperson Hodgetts would like clarification 201. Why was Political Affiliation removed. Diane Barnes, Town Manager, will check with legal.

Chairperson Haile, seconded by Selectperson Maloney moved to adopt and amend the personnel policy as presented with amendments. Vote 5 Yes/0 No.

Write-Off EMS Bad Debt (2:09:19-2:14:30)

A listing of EMS Bad Debt is included in the packet dated back to 2018. It has been the practice of the Town not to transfer bad debt accounts to a debt collection agency. Sending collection demands through a collection agency once an ambulance bill has been due for over 60-90 days can tremendously reduce delinquencies and improve collections. The Town Manager is recommending that the SB write off the bad debt from 2018 through 2022 due to the age of the bills and send the 2023 outstanding and any subsequent delinquent bills to a collection agency.

Selectperson Maloney, seconded by Vice Chairperson Berry moved to Write-off EMS bad debt for the years 2018-2021 and send 2022-2023 and newer debts to collections. Vote 5 Yes/0 No.

Joint meeting with MSAD#51 Board & Cumberland Town Council (Wednesday, Oct. 25th)

(2:14:31-2:18:35)

Vice Chairperson Berry, seconded by Selectperson Maloney moved to schedule a joint meeting with the MSAD#51 School Board and the Cumberland Town Council on Wednesday, October 25th at 6:00 PM. Vote 5 Yes/0 No.

Committee Liaison Assignments (2:18:36-2:21:23)

The role of a Select Board Committee Liaison is to be a conduit of information and resources between the Select Board and the committee to increase efficiency, reduce confusion, and produce positive outcomes for the citizens of North Yarmouth. Liaisons should be assigned to the second regular meeting of the new Select Board being sworn in.

A) Types of Liaisons Select Board Liaisons are assigned to:

1. Appointed Boards, Commissions, and Committees – As described in Article IV Section 2 of the Town Charter, except that the Select Board shall not assign Select Board Liaisons to the Board of Assessment Review, the Planning Board, and the Zoning Board of Appeals.
2. Ad Hoc Committees – As described in Article IV Section 3 of the Town Charter

B) Liaison Expectations Liaisons should:

1. Know and understand the founding intent of the committee as well as any charge established by the Select Board for the committee.
2. Have routine contact with the committee chair(s) to understand committee activities as well as any resource needs or requests to fulfill their charge.
3. Remain impartial as a Select Board Liaison in matters where the Committee's members are required to be impartial.
4. Read and be familiar with relevant issues on committee agendas prior to the meetings.
5. Attend committee meetings/activities and serve as an interactive resource by participating in any committee/subcommittee/forum discussions as needed or requested by the committee.
6. Provide a regular liaison report to the Select Board which includes progress toward the committee's charge; resources needed to fulfill its charge; any work undertaken that may alter, amend, conflict with, or create new town policies, established ordinances, Select Board goals, or the committee charge

Select Board Liaisons:

EDSC- Katherine Maloney

Parks- Karl Cyr

Joint Standing- Amy Haile and Andrea Berry

Waste Reduction- Andrea Berry

Walnut Hill Parkway- Paul Hodgetts

Recreation Advisory Board- Karl Cyr

School Fund- Paul Hodgetts

Prince Memorial Library- Amy Haile

Board Goals (2:21:24-2:25:42)

Vice Chairperson Berry advised that the workshop on goals is on August 15, 2023, at 6:00 PM. She would like the board to send her 3-5 goals by August 1, 2023. She will include the prior year goals.

Old Business (2:25:43-2:38:25)

Chairperson Haile asked Selectperson Hodgetts what times he would be available for public feedback.

Selectperson Hodgetts suggests we start a Resident Forum once a month at the Select Board meeting and start it 30 minutes early.

Chairperson Haile stated we may be able to try this after the market.

Selectperson Maloney stated there was something special about being at the market in a less formal environment. It was a great way to interact with the residence without being on camera.

Vice Chairperson Berry stated the market was lovely. They talked about the Old Town House, the Legislation, the sidewalks plans and the new tax policy. They were able to talk to the School Board Chair, Committee Members, and families. She enjoyed it.

Consent Agenda (2:38:26-2:40:19)

Payroll Warrants

#1 \$44,860.03

Municipal Accounts Payable Warrants

#2 \$902,995.83

#3 \$1,100.00

#4 \$8,846.73

Select Board Minutes of June 27, 2023

Select Board Minutes of July 5, 2023

RRCT-Incorporated Civic Organization License

Toddy Brook-Liquor License

Chairperson Haile, seconded by Vice Chairperson Berry moved to approve the consent Agenda as presented. Vote 5 Yes/0 No.

Select Person Hodgetts wanted it noted in the meeting minutes that the Select Board agreed to start the regular Select Board meetings at 6:30 PM for a quarter as a trial.

Please pay close attention to meeting times. Workshops start at 6:00 PM and there are times when the Selectboard schedules meetings at 6:00 PM. August 1, 2023, The Select Board meeting will start at 6:00 PM. There is a workshop on August 15, 2023, that starts at 6:00 PM and the regular meeting starts at 7:00 PM.

Public Comment – Non-Agenda Items (2:40:20-2:50:54)

Byron Kern 11 Cumberland Road. Stated less 2% showed up for the Annual town meeting. The same week when we had an election for the Select Board, we had 35%. The presidential election we had over 80% turnout. He does not feel the town meeting is working for the town. He does not feel we are getting fair representation. The time makes it difficult for working residents to attend. He suggests we move to a Town Council form of government.

Vice Chairperson Berry thanked Byron for bringing this issue up. She has seen it before on the Facebook page. It is a Technical and timely process. She would like to hear from town members before proceeding. She encourages community members to share their thoughts with the Select Board on this issue.

Management Reports & Communications (2:50:55-3:06:55)

Diane Barnes, Town Manager advised there is a Joint Standing Committee meeting in Cumberland on August 16, 2023, at 4:00PM. Will this work? Chairperson Haile can send different dates and times.

Tax Bills generated today. The Mill Rate is \$19.18. It took a while to put the tax stabilization into the system. Becky and Cheryl input the information into the system. She wanted to thank them. The total amount of the stabilization is \$154,000.00 that the state will reimburse the Town

We reached out to a professional at Independent Roofing. He will draft the RFP for the roof and do all the inspections. There is a new system called Sarnafil and they can fix sections of the roof. You must be certified to install the product. A portion of funds can come out of the TIF, and a portion can come out of facility reserve if there is not enough funds in the budget to cover this expense.

Department Heads Reports

Department Head Reports not discussed due to time. Chairperson Haile suggested everyone review the Department Head Reports. There is good information on them.

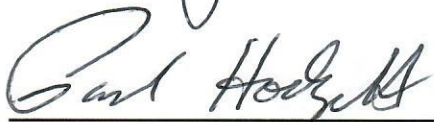
Adjournment

**Chairperson Haile, seconded by Selectperson Maloney moved to adjourn at 9:36 PM.
Vote 5 Yes/0 No.**

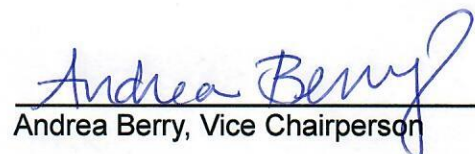
Karen Casale, Recording Secretary

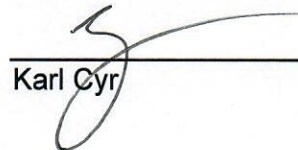
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